

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Coordinator  
Community School of the Arts  
Regular Full-Time Position  
Position Number 176640**

**General Description**

The Coordinator reports to the Dean of the College of Arts and Letters and is responsible for the coordination, scheduling, finances, and promotion of the Community School of the Arts (CSA). The Coordinator will plan, organize, and offer a wide variety of non-credit courses on a year-round basis, providing a balanced program of the arts and all-inclusive enrichment activities from within the University and the surrounding community. The Coordinator will work with University departments and local constituencies to sponsor educational activities that will benefit the general populace in all areas of the arts (for example, vocal & instrumental, ceramics & photography, as well as dance and acting).

**Primary Duties and Responsibilities**

- Oversee the day-to-day operations of the CSA, e.g., scheduling and payment requests, staff hiring and coordination, and classroom needs.
- Recruit instructors, arrange for credential checks, develop and implement orientation procedures, and evaluation methods.
- Supervise personnel and complete all associated personnel actions (working with APSU's Human Resources Office) in timely, accurate, and professional manner.
- Coordinate CSA activities with campus academic units and appropriate studios/classrooms, as well as among community organizations.
- Investigate fund-raising opportunities with campus support offices.
- Develop and maintain goals, programs and new initiatives providing service to the community, including Clarksville, Ft. Campbell.
- Advocate, advertise, and promote the services of the CSA to the community and region: to include coordinating the development of appropriate (electronic and print) public relations and marketing.
- Solicit involvement and support of the community and region to promote the activities of the CSA.
- Solicit collaborations and partnerships with the community and region to promote the activities of the CSA.
- Prepare accurate records and monthly or annual reports for the Dean of the Dean of the College of Arts and Letters.
- Perform other job-related duties as assigned.

**Essential Functions**

- Efficiently manage the functions and operations of CSA programs.
- Ability to organize CSA calendar, including courses and usage of University facilities for daily as well as special programs.
- Ability to follow University policies and procedures.
- Ability to prepare and monitor the CSA budget.
- Identify, develop, promote, and coordinate classes and activities of interest to the community.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Knowledge of learning trends, curriculum planning and evaluation.
- Strong communication and organizational skills.
- Ability to maintain confidentiality.
- Knowledge of University and community activities as they relate to the CSA.

### **Required Minimum Qualifications**

- Bachelor's degree.
- Demonstrable experience in the arts.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience in educational programming, planning, budgeting and/or public relations.
- Previous experience in arts administration and/or a community school environment.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**